

Vacancy Announcement
ANNOUNCEMENT NO: VA-11-50

<u>OPEN TO:</u>	All interested and qualified candidates
<u>POSITION:</u>	Helper
<u>OPENING DATE:</u>	Monday October 17, 2011
<u>CLOSING DATE:</u>	Open until filled
<u>WORK HOURS:</u>	Full-time; 48 hours/week
<u>SALARY:</u>	To be determined

ALL APPLICANTS MUST HAVE VALID PERMISSION TO WORK IN SUDAN

The U.S. Embassy in Khartoum is seeking qualified individuals for the position of Helper.

DUTIES AND RESPONSIBILITIES:

- Responsible for cleaning and maintaining the private and guest rooms as well as the staff area of a large Residence on a daily basis.
- Duties include making beds, cleaning and dusting all rooms, hallways, and bathrooms.
- Periodically washes windows and cleans out closets.
- Prepares guest rooms when guests are expected.
- Assists in official events; washing dishes in the pantry; and assisting in serving guests.
- Assists in doing laundry when necessary.
- Performs other duties as assigned.
- Flexible work hours established by employer.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education: Secondary school.

2. Prior Work Experience: Two (2) years in a customer services oriented

3. Language Proficiency: Basic English; good working knowledge Arabic.

1. Skills:

- Must be knowledgeable in cleaning as well as in the use the of cleaning supplies and equipment.
- Must be able to do laundry.

SELECTION PROCESS:

- Applicants must be eligible for appointment under local government laws and regulations. Non-Sudanese residents must have a stay/work permit in order to be eligible for hiring.
- Selected candidates must pass a pre-employment medical and security clearance in order to be eligible for hire. A high degree of integrity and honesty is required. Police records will be checked.
 - **Selected candidates must pass an interview and test period.**

TO APPLY:

Interested individuals for this position must submit the following:

1. Application for Employment (attached) including references.
 2. Completed applications must be received on or before the closing date. Applications received after the closing date will not be considered.
 3. Applications may be submitted through:
 - E-mail: KhartoumHRApplications@state.gov. Submission of applications via e-mail must include the "Vacancy Number" and "Position Title" on the subject line).
- OR**
- Application may be delivered to U.S Embassy, Kilo 10 Suba, Khartoum - Sudan. Application box outside Consular Entrance.

POINT OF CONTACT:

Human Resources Office
U.S. Embassy, Khartoum
Telephone: 249-1-870-22000 Ext. 2613/2746

Application Form for employment as Domestic Helper

PERSONAL DATA

Name (Last/First/Middle): _____

Other names used: _____ Nationality: _____

Date of Birth (Month/Day/Year): _____

Place of birth: _____

Marital Status: Single _____ Married _____ Remarried _____ Widow _____
Divorced _____ Separated _____

Passport/National ID Number: _____

PRESENT ADDRESS:

TELEPHONE NUMBER: _____

WORK HISTORY:

1. Present employer

Dates of employment
(Month/Year)

Salary per month: _____

2. Previous employer - (Please list three recent ones. They may be contacted in order to provide information on work performance).

NAME OF EMPLOYER

TELEPHONE NUMBER

KNOWLEDGE & SKILLS:

Cooking (Western European style) _____ Cleaning/Laundry _____ Shopping _____

Pet care _____ Children care _____

I certify that the information contained herein is correct to the best of my knowledge and belief.

SIGNATURE: _____

Date: _____